



Bailey Road Primary and Intermediate School
MINUTES OF THE BOARD OF TRUSTEES MEETING

Date of Meeting: 17 October 2022

Time: 6:00 pm

1] Administration

Present: Stephen (Steve) Doran (Chairperson) (in the chair), Max Guptill (Deputy Chairperson), Liz Lombard, Michelle Love (Staff Representative) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder).

Welcome

Steve welcomed everyone to the meeting, especially Michelle Love, who has returned from maternity leave.

Apologies

Leon Mallard and Natalia Solomon

Conflict of Interest

None

Action Points of Previous Meeting – 12.09.22

1. Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.

2. Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.
3. Ray will review the lockdown process, procedures and improvements and report to the Board.
4. Ray to keep the Board updated on Property matters (Building Report, Neighbour's pool damage).
5. Ray will review the lockdown process, procedures and improvements and report to the Board.
6. The Restructuring Plan is included in the pack.
7. Ray to accept the proposal and appoint the new Senior Leaders Appraisal Consultant.
8. Steve to send out a motion to approve the 2023 BOT Meeting Dates.
9. The NZSTA SGM appointment of delegate form was completed, signed and emailed to NZSTA.
10. The Risk Management Plan & Reports are included in the pack.
11. Fia will organise a brochure drop for early term four.
12. Ray informed the Board that Muta is working on a spreadsheet to track how families heard about the school.
13. Ray will get Fia to organise No Parking signs to be displayed in the school's parking area by the hall.

1] Strategic Aims

Ray briefly explained his report, and the following were discussed in more detail:

- 1.1 Restructuring – Ray briefly explained the restructuring plan to the Board. In 2023 there will be three teams of learning: Years 1-3, 5 - 6 & 7- 8. There will be three Leaders of Learning and a Portfolio Leader, with units attached to these positions. This restructuring has come about due to the current situation with funding and unit allocation, and curriculum refresh.

1.2 Equity Index Funding – Ray indicated that the school should receive an additional \$30,000.00 on the annual operational grant. But the school will still be down on staffing and unit allocation due to the lower roll number. The current roll number is 426. This funding is reviewed yearly and the school can use it at their discretion.

1.3 Attendance – Ray informed the Board the school's attendance rate is currently at 84%. Last term, the school introduced Pizza awards for classes and individuals. The attendance data is presently being analysed.

1.4 2023 Term Dates

The Board briefly discussed the dates presented to the Board by Ray and the following motion was proposed:

A motion was proposed to accept the following school start and end dates for 2023: 31st January to 15th December 2023.

Proposed: Max Guptill

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

1.5 Current Issues:

- Property
 - The fencing has been installed for the Junior Playground upgrade, but a start date has yet to be given. Steve spoke with Jenny and asked for a confirmed start date, and Ray will follow this up.
 - No further information has been given on the complaint regarding the damage to the pool on a neighbouring property. Ray will keep the Board informed.
 - Work continues around the school with the remainder of the 5YA allocation. Currently, work is being carried out on

the doors. The roof is scheduled to be done in the following holidays, along with the power board. Ray will be meeting with Graeme this week for an update.

- First Aid Certificate - Ray informed the Board that all staff are on a 2-year cycle, with half completing them last term. Additional staff hold level two or above certificates within the school, and Michelle Ginders keeps a register of all current staff certifications and expiry dates.

1.6 Board Assurances

- The following were assured:
 - Appraisal of the Principal
 - School Swimming Pool
 - Safety Management System
 - Surrender and Retention of Property and Searches
 - Physical Restraint (updated training for key staff is currently being investigated)
 - Risk Management
- Not applicable to us
 - International Learners

The Board thanked Ray for his detailed report.

2] Governance Information & Legal Compliance

- 2.1 **SchoolDocs** – The Board briefly discussed SchoolDocs and is happy with their job. Steve informed the Board that he checks other schools' policies regularly. The Board would like Ray to check that generic documents have wording related to our school where possible.

Ray is to send through amended SchoolDoc policies for the following:

- Pandemic Response – removal of traffic light system & voluntary mask wearing.
- Lookdown – add Chairman / Deputy Chairman to notify Board Members.

3] Finance & Asset Management

3.1 **September Financial Reports** – Liz informed the Board that the school is still in a good position, better than expected. Payroll expenditure is where it was expected, with an underspent currently showing on Staff Banking, but Ray explained that this should even out by the end of the year. Ray explained that he continues to work on the 2023 budget.

4] Strategic Decisions

4.1 **New Entrant Uniform Sponsorship** – Ray informed the Board that in 2023 this sponsorship would be funded by Best Start.

4.2 **Camera Quote** – The Board briefly discussed the quote for additional cameras around the school, the benefits to the school and the safety of staff and students. The Board are happy for this to go ahead; Ray will check the current budget to see if it is possible to purchase these.

4.3 **Physical Restraint** – Ray informed the Board that the Ministry had updated the Physical Restraint rules and guidelines. Ray briefly explained the rules and changes; he will arrange professional development for key staff. Danielle Wilson will keep a register for all staff when they have been updated on these changes.

4.3 **Surrender and Retention of Property** – Ray briefly explained to the Board what, when and how the school can search and retain student property.

4.4 **Enrolment Zone (neighbouring schools)** – The Board briefly discussed and acknowledged that these zoning changes would not affect this school.

4.5 **2023 5YA** – Ray explained that there is a meeting at the school on 8th November with the Ministry to discuss the new 5YA. Ray will resend the invitation and agenda to the Board for attendees.

4.6 **Kahui Ako Combined BOT Meeting** – The Board briefly discussed, and Ray will resend the invitation to the Board for attendees. Ray informed the Board that he would be attending.

5] **General Business**

None

6] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on the 12th of September 2022 were read and accepted as a true reflection of that meeting.

Proposed: Liz Lombard **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

Correspondence

A motion was proposed to accept all incoming and outgoing correspondence.

Proposed: Liz Lombard **Seconded:** Michelle Love

Result: All in Favour ~ motion carried.

Financial Reports

A motion was proposed to accept and approve the financial accounts for September 2022 and the bills to be paid.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

7] Agenda Items for Next Meeting

None

8] In Committee – Personnel

Steve moved that:

The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

Board moved out of In-committee.

9] Closure

7.20 pm



Signed: Board Chairman
Stephen Doran

Date 14/11/22

ACTION POINTS FROM THE MEETING OF

17th of October 2022

No.	ITEM	WHO	WHEN
1.	Bi-Lingual Class visits and the Hui & Fono's are on hold due to Covid19 settings. Ray will inform the Board of the new dates when confirmed in 2022.	Ray	Continues to work on
2.	Ray will apply for a grant from the Mazda Foundation at a later date	Ray	Continues to work on
3.	Ray will review the lockdown process, procedures and improvements and report to the Board.	Ray	Continues to work on
4.	Ray to keep the Board updated on Property matters (Building Report, Neighbour's pool damage)	Ray	Continues to work on
5.	Ray to send the Board when completed the Restructuring Plan.	Ray	Continues to work on
6.	Steve to send out the following motions: 2023 BOT Meeting Dates	Steve	
7.	Michelle to send the booklet from NZSTA Conference Masterclass - Māia Pasifika Education	Michelle	

8.	Fia to organise a brochure drop for early term four.	Ray	
9.	Ray is to send through amended SchoolDoc policies for the following: <ul style="list-style-type: none"> • Pandemic Response – removal of traffic light system & voluntary mask wearing. • Lookdown – add Chairman / Deputy Chairman to notify Board Members. 	Ray	
10.	Ray to check if the budget allows for the purchase of additional cameras (Entity Quote)	Ray	
11.	Ray to resend the 5YA Property Meeting invite to the Board.	Ray	
12.	Ray to resend the Kahui Ako combined BOT Meeting to the Board.	Ray	
13.	Steve to arrange an exit interview with Maria Papuni.	Ray	